

EXECUTIVE SESSION MINUTES
STEVENS MEMORIAL LIBRARY DIRECTOR SEARCH COMMITTEE
September 23, 2014 – 5:48 p.m.

MEMBERS PRESENT: Margaret Donovan, Melanie Gallo, Elaine Gardiner, Paula Kuehl, Jan Peterson, Ed Vitone, Maggie Whitney, and Candy Wright.

MEMBERS ABSENT: Paula Dowd

Melanie Gallo moved to approve the Minutes of September 4, and Margaret Donovan seconded. The motion passed with the abstention of Paula Kuehl who had missed the September 4 meeting.

Margaret Donovan moved to approve the Minutes of September 10, Melanie Gallo seconded, and the motion passed.

Elaine Gardiner moved to approve the Minutes of September 16, Candy Wright seconded, and the motion passed.

Ed Vitone said that the next item was the draft employment agreement he had sent everyone by email. Such an agreement with the Director is mandated in Article 3.1 of the Library Trustees' Bylaws, he said. He went over the details of the contract, noting that a six-month probationary period is mandated in the Town's policies and bylaws and that Emily Donnelly needs to obtain the Professional Certification of Librarianship from the Massachusetts Board of Library Commissioners. He said he would set the certification date for three months from the date the contract goes into effect. He also said he would contact Emily Donnelly," as well as Kim Cochrane "tonight."

Melanie Gallo raised the question of the CORI background check. Candy Wright said that Emily Donnelly could initiate the CORI check herself and that it didn't take long to get the results.

The Committee made some revisions to the draft contract. On p. 2, the "s" in the word "results" in item 1.d. was deleted. Item 6 will become "Probation," item 7 will become "Evaluations," and item 8 will become "Professional Development." A reference to the Personnel Bylaws will be added to items 6 and 7. The six-month probationary period can be extended, Ed Vitone said.

A salary discussion followed, culminating in a motion by Maggie Whitney to offer the job at Step 2 of Grade 9, putting the salary at \$58,697.60. Margaret Donovan seconded the motion, and it passed unanimously.

In a discussion of vacation days, the Committee decided to strike 5.b. in the contract draft. The new Director will be given vacation days according to Town policies.

Ed Vitone said he would modify the contract as discussed and send it to Emily Donnelly that night asking her to let him know her concerns and/or questions, if any. He said he would remind her about the Massachusetts Librarian Certification and provide her with the information she would need to initiate the CORI check.

A further discussion of the contract centered on item # 4. The Committee agreed that the work week needed to be specified as forty hours and that mention should be made of the Director's professional responsibilities outside designated work hours.

Ed Vitone asked for a motion to offer the Director's position to Kim Cochrane if Emily Donnelly declined the position. Margaret Donovan so moved, Jan Peterson seconded, and the motion passed unanimously.

The business of the executive session being concluded, Maggie Whitney moved to adjourn the executive session at 6:49 p.m., Melanie Gallo seconded, and the motion passed by a roll-call vote.

The final meeting of the Committee will be on September 30 at 4 p.m., for the purpose of approving the Minutes of September 23 and voting to release all of the executive session Minutes.

Respectfully submitted,

Elaine Gardiner